



OFFICE ASSISTANT (General) (3 Positions)
BUSINESS SERVICES SECTION
FINAL FILING DATE: SEPTEMBER 15, 2006
PERMANENT/FULL-TIME
\$1,938 - \$2,588

POSITION SUMMARY:

Under the general supervision of an Office Services Manager I, the Office Assistant (G) in the Mailroom performs general clerical duties and a variety of mail related tasks in a timely and accurate manner.

ESSENTIAL FUNCTIONS:

*****SPECIAL REQUIREMENT: A VALID CALIFORNIA DRIVER'S LICENSE AND A 'CLEAN' DRIVING RECORD IS REQUIRED FOR THIS POSITION.**

Open, sort, date stamp and deliver mail to the various Board Divisions; pick up/deliver mail daily from/to the Post Office.

Scan large volume of batched documents relating to the Victim Compensation Program, and key enter batch header information into the scan program; review all images of batched documents scanned to identify acceptable vs. unacceptable images; accept or reject batch jobs and make batches available to indexers or for rescanning.

Place hardcopies of acceptable scanned batches in storage boxes, affixing date and batch number labels on boxes and readying them for storage in the main fileroom; place storage boxes on carts and deliver boxes to main fileroom.

Prepare, receive and deliver incoming and outgoing bulk mail (including UPS and FED EX packages), stock inventory and purchased equipment/supplies.

NOTE: The mailbags could weigh up to and occasionally exceed 40 pounds and all messenger service involves retrieving mail and packages that occasionally weigh in excess of 40 pounds. These positions involve extensive bending, stooping and standing.

WHO MAY APPLY:

Individuals currently in this classification, with transfer eligibility to this classification, in a reachable rank on an employment list for this classification, or have reinstatement rights to this classification are encouraged to apply. In addition to a State Application (Std. 678), candidates must submit a current resume and cover letter describing the source of eligibility and their interest in this position. **Applications will be screened for the most qualified candidates and interview may be scheduled.**

SUBMIT APPLICATION TO:

Victim Compensation and Government Claims Board
Trish Lopez/Human Resources Section
P.O. Box 48
Sacramento, CA 95812-0048
(916) 324-8986

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. **Position subject to SROA and Re-employment List policies and procedures. **